

**This positions is being advertised under both Delegated Examining and Merit Staffing Procedures.**

**TITLE, SERIES, GRADE:** Information Receptionist (OA), GS-304-05

**SALARY RANGE:** \$28,862 - \$37,519 per annum (Includes locality pay)

**TYPE OF APPOINTMENT:** Permanent

**PROMOTION POTENTIAL:** GS-5

**VACANCY ANNOUNCEMENT NUMBER:** 08-MDAL-01

**OPENING DATE:** 10-2-2007      **CLOSING DATE:** 10-16-2007

**DUTY LOCATION(S):** United States Attorney's Office, 131 Clayton Street, Middle District of Alabama, Montgomery, Alabama

**NUMBER OF VACANCIES:** One (1)

**CONTACT:** Retta C. Goss  
Administrative Officer  
Phone #: 334-223-7280

**Send your application package to:** Retta C. Goss, Administrative Officer, U.S. Attorney's Office, Middle District of Alabama, 131 Clayton Street, Montgomery, Alabama 36104

Applications must be received by close of business 5:00 p.m. Central Standard Time on the closing date above. Applications submitted using government postage or internal Federal government mail systems, or facsimile) will not be considered. No facsimile or email applications will be considered.

**WHO MAY APPLY:** All U.S. Citizens, including well-qualified surplus and displaced Federal employees in the local commuting area. Persons eligible for non-competitive appointment under a special hiring authority also may apply (see #7 of this advertisement).

**DUTIES:** Provides a variety of receptionist, office automation, and clerical support duties. Receives telephone calls and visitors to the office. Controls access to the office and insures that only visitors properly cleared are authorized entry. Responds to inquiries, providing general information regarding office programs. Receives, reviews, and distributes incoming mail. Maintains miscellaneous numerical/alpha files so that correspondence checks can be made for unfamiliar material received. Maintains suspense system to ensure timely delivery of supply orders. Maintains computer database of malfunctioning

equipment and coordinates repair of said equipment with proper vendor. Prepares time and attendance (T&A) for assigned personnel. Prepares travel vouchers for review and signature. Data entry into various office databases.

## **GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

### **1. QUALIFICATION REQUIREMENTS -**

All applicants must have one year of specialized experience equivalent to the GS-4 level or four years of education above the high school level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. Equivalent combinations of education and experience are qualifying for this position.

To be qualified, you must be able to type 40 words per minute. Indicate typing speed on your resume/application.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

### **2. EVALUATION METHOD -**

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

#### **Knowledge, Skills and Abilities (KSAs):**

- A. Knowledge of office practices and administrative procedures.**
- B. Knowledge of Time and Attendance reporting requirements.**
- C. Ability to communicate orally.**
- D. Knowledge of punctuation, grammar and style.**
- E. Skill in using word processing software packages.**
- F. Skill in answering a multi-line telephone system.**

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

### **3. HOW TO APPLY -**

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

**4. ICTAP AND/OR CTAP CANDIDATES** - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; is rated equivalent to 85 or more on the rating criteria for this position; and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

**5. VETERANS' PREFERENCE** - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

## **6. AGENCY REQUIREMENTS AND INFORMATION -**

If the position is advertised at more than one grade, indicate the grade level(s) for which they are applying. If not specified, you will be considered only for the highest grade qualified.

**Payment of relocation expenses will not be authorized.**

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period is required.

## **7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.